

WOLLONGONG CITY COUNCIL

EVENTS

TOOLKIT

Stuart Park
Lang Park
Wollongong Foreshore
The Arts Precinct
MacCabe Park
Osborne Park
Dalton Park
Wollongong Botanic Garden

MAJOR EVENTS

Looking to host an event? Wollongong's got you covered with eight pre-approved sites ready to go!

With a warm temperate climate, picturesque foreshore, and local businesses ready to work with you, Wollongong is the ideal location for your next event. Plus, Wollongong's just an hour south of Sydney Airport.

This information pack provides you with everything you need to know about choosing the right site for your event, Wollongong City Council's streamlined process, the permits required and how much it's going to cost.

With generic site plans, event notification plans and traffic management plans available, event organisers are already a step ahead in the planning process.

SITES

Our eight pre-approved event sites are:

Stuart Park, Lang Park, Wollongong Foreshore, The Arts Precinct, MacCabe Park, Osborne Park, Dalton Park, and Wollongong Botanic Garden. All sites are accessible by the Free Gong Shuttle and also easily reached from Wollongong and North Wollongong Stations.

Each site comes with its own parameters including the types of events that can be hosted and the capacity of each site.

We encourage you to please check site details carefully when making your selection. Changing sites during lodgement could cause significant delays in the assessment process or, in a worst case scenario, your application could be refused.

This application covers all of Wollongong City Council's requirements. However, there are cases/sites where additional approvals from other agencies are required. Ascertaining these additional permits is the sole responsibility of the event organiser.

- STUART PARK
- LANG PARK
- WOLLONGONG FORESHORE (INCLUDING THE BLUE MILE)
- THE ARTS PRECINCT
- MacCABE PARK
- OSBORNE PARK
- DALTON PARK
- WOLLONGONG BOTANIC GARDEN

Looking to host an event? Wollongong's got you covered with **8** pre-approved sites ready to go!



STUART PARK

... is for the BIG guys. It's Wollongong's major event site, located next to world class North Wollongong Beach.

EVENT GENRES: At this site you can host major music festivals, concerts, celebrations and race endings. If you're keen to host minor events such as farmers markets and community gatherings, they're welcome too!

CAPACITY: 30,450 people at any one time.

HOURS:

Sunday to Thursday 7am to 11pm.

All amplified noise to cease by 10pm.
All activities associated with the event and all persons to vacate the site by 11pm.

Friday and Saturday 7am to midnight.

All amplified noise to cease by 11pm.
All activities associated with the event and all persons to vacate the site by midnight.



LANG PARK

... is Wollongong's cultural and family events site. It's right on the City Beach foreshore and has great links to the CBD.

EVENT GENRES: Food and wine festivals, amusement and carnival rides and outdoor exhibitions. This is also the perfect support location for major foreshore events.

CAPACITY: 14,000 people at any one time.

HOURS:

Sunday to Thursday 7am to 11pm.

All amplified noise to cease by 10pm.
All activities associated with the event and all persons to vacate the site by 11pm.

Friday and Saturday 7am to midnight.

All amplified noise to cease by 11pm.
All activities associated with the event and all persons to vacate the site by midnight.



WOLLONGONG FORESHORE including the Blue Mile

The Wollongong foreshore is the perfect backdrop for community celebration events including walks and runs.

EVENT GENRES: This site is ready to go and pre-approved for your next fitness, sporting or ocean event. Our foreshore, with its dramatic backdrop, makes for a spectacular setting. So if you think you've got what it takes to put on an event that rivals the best, the foreshore, with links into the city centre is the spot for you.

It also makes a pretty good community spectacle location.

CAPACITY: Give us a call to discuss.

HOURS:

Sunday to Thursday 7am to 11pm.

All amplified noise to cease by 10pm.
All activities associated with the event and all persons to vacate the site by 11pm.

Friday and Saturday 7am to midnight.

All amplified noise to cease by 11pm.
All activities associated with the event and all persons to vacate the site by midnight.

THE ARTS PRECINCT

The name says it all - this is the artistic heart of Wollongong, and the best place to host your next culturally rich event. Located in the middle of our arts precinct, the lawn and courtyard is bordered by the Illawarra Performing Arts Centre, Wollongong Town Hall and Wollongong Art Gallery.

EVENT GENRES: The Arts Precinct is ripe for your performances, art shows, small markets and indie-style movie projections. It's an intimate space and great launch pad to entertain an engaged audience.

CAPACITY: 1,900 people at any one time.

HOURS:

**Sunday to Thursday
7am to 11pm.**

All amplified noise to cease by 10pm.
All activities associated with the event and all persons to vacate the site by 11pm.

**Friday and Saturday
7am to midnight.**

All amplified noise to cease by 11pm.
All activities associated with the event and all persons to vacate the site by midnight.



MacCABE PARK



This major cultural event location is a large open space, situated in the heart of Wollongong City Centre. It's next to our major city centre shopping precinct, which includes Crown Street Mall and Globe Lane, and has good community access.

EVENT GENRES: Markets, youth activities, movie screenings and other low key cultural or community events.

CAPACITY: 12,250 people at any one time.

HOURS:

Sunday to Thursday 7am to 11pm.

All amplified noise to cease by 10pm.
All activities associated with the event and all persons to vacate the site by 11pm.

Friday and Saturday 7am to midnight.

All amplified noise to cease by 11pm.
All activities associated with the event and all persons to vacate the site by midnight.

A boutique events venue, you couldn't ask for a more beautiful location, directly opposite Wollongong Harbour.

EVENT GENRES: Great for evening food markets, farmers' markets and community-focussed events.

CAPACITY: 2,975 people at any one time.

HOURS:

Sunday to Thursday 7am to 11pm.

All amplified noise to cease by 10pm.
All activities associated with the event and all persons to vacate the site by 11pm.

Friday and Saturday 7am to midnight.

All amplified noise to cease by 11pm.
All activities associated with the event and all persons to vacate the site by midnight.

OSBORNE PARK



Into sports? Dalton Park is one of NSW's largest sporting fields, located in close proximity to Wollongong's City Centre and a variety of accommodation.

EVENT GENRES: State and national sporting competitions are ideal candidates for this location. This versatile space can play host to a wide variety of sporting events such as cricket, baseball and touch football.

CAPACITY: The formal, fenced precinct of North Dalton Park is adjoined by the open expanses of Dalton park. Call to discuss options.

HOURS:

Sunday to Thursday 7am to 11pm.

All amplified noise to cease by 10pm.
All activities associated with the event and all persons to vacate the site by 11pm.

Friday and Saturday 7am to midnight.

All amplified noise to cease by 11pm.
All activities associated with the event and all persons to vacate the site by midnight.

DALTON PARK



BOTANIC GARDEN

Wollongong Botanic Garden is a place of natural beauty, and is truly a hidden gem of the Illawarra. It's located just outside the City Centre, adjacent to the University of Wollongong.

EVENT GENRES: The Garden is an ideal location for medium sized events and can cater for high class food and wine festivals. It's also ideal for an open air cinema.

CAPACITY: It's a diverse venue, with several open spaces. Lets talk.

HOURS:

Sunday to Thursday 7am to 10pm.

All amplified noise to cease by 10pm.
All activities associated with the event and all persons to vacate the site by 11pm.

Friday and Saturday 7am to midnight.

All amplified noise to cease by 11pm.
All activities associated with the event and all persons to vacate the site by midnight.

Requirements and fees to be discussed with Botanic Garden event staff.



In addition to these eight sites, Wollongong boasts a number of other facilities and parks that are available to utilise for your next major event.



SPORTS & ENTERTAINMENT

The city has a number of pre-eminent sporting facilities, which have played host to state, national and international events in recent years. This includes major entertainment venues such as WIN Stadium, (the home of the St George Illawarra Dragons) and WIN Entertainment Centre (home of the Illawarra Hawks), and large sporting facilities such as Fred Finch Park, which has purpose-built indoor and outdoor netball courts, and a large expanse of baseball fields.

ADVENTURE

In addition to bricks and mortar venues, the city is blessed with geographical features that provide an enviable location for extreme sports and adventure activities. The city boasts 17 patrolled beaches, the Illawarra Escarpment and Lake Illawarra.



CITY CENTRE

The newly refurbished Crown Street Mall ideally compliments Wollongong Central, the City Centre's \$200 million retail precinct recognised internationally for its architecture. The mall with its small stage and expansive paved areas boasting high volume foot traffic, is an ideal area for theatrical performances, markets and product launches.



APPROVALS

These sites require a different approval process to the eight sites outlined within this document. This could vary from a Development Application for a downhill mountain race on Mount Keira, through to a park booking for 100 or more people.



THE PROCESS

- 1** **Read this information pack** and make sure you understand everything you need to provide. If things are missing when you submit your application, delays could result and additional fees may be incurred.
- 2** **Consult with Council events staff:** We strongly advise that you speak with our events team before starting your application. They will talk you through the required documentation, and provide some additional helpful hints to make your application better, and the process smoother.
- 3** **Prepare your documentation:** This information pack outlines what you need to consider when preparing the event application. Make sure you provide as much information as possible when filling out the forms. Any missing information could result in delays or additional fees.
- 4** **Lodgement:** The easiest way to apply for an event on one of our pre-approved sites is through our online lodgement portal. Simply register as a user and fill out the online application form, upload the appropriate supporting documents, pay the applicable fee/s and you're away. Note: by lodging your application you are not guaranteed to receive an event permit.

THINGS TO CONSIDER WHEN PREPARING YOUR APPLICATION

EVENT LOCATION

Council has identified eight sites which are pre-approved for a variety of events. Each site comes with its own limitations, including the types of events that can be hosted and the capacity at each site. It's very important you pay attention to this information as applying for an event permit at a site that isn't suitable for your event could cause significant delays in the assessment process of your application, or in a worst case scenario, could mean your application may be refused.

Please refer to the event information on each of the eight sites in the early part of this toolkit.

PREFERRED DATES

The application form will ask you for your preferred date, but we also require two alternate dates. With our picturesque locations and a busy schedule of events, there's a chance your preferred location and date may not be available. We'll let you know if that's the case, and also tentatively book your alternate date if available.

If your preferred date is available, we will book it and automatically continue the progression of your event application. If the alternate date is required we will wait for your confirmation before progressing your application. With seven other pre-approved sites, we may also be able to relocate your event to a different venue or site if required.

Please ensure you allow time for bump in and out, and include this in your application. This would include the time taken to return the site back to its original condition. Please note that additional fees may be payable.

EVENT NUMBERS

The larger your event, the more requirements you may have to meet, such as additional toilets, waste facilities and security. Please think carefully about your event numbers prior to lodgement and be specific as to how many people you expect to attend, both overall and at any one time.

INSURANCE

It is paramount that you have all the right insurance information ready to go. Please ensure your event has Public Liability Insurance to the value of \$20 million with Wollongong City Council noted as an interested party on your policy. We will need to see a copy of your Certificate of Currency which can be uploaded at lodgement.

Ultimately it is the responsibility of the event organiser to ensure the right insurances are in place for your event - we advise you look at the following insurances in addition to the public liability insurance for the event itself:

- Public Liability Insurances of sub-contractors
- Volunteers' insurance
- Workers compensation
- Professional indemnity.

POWER

Council has power available at each event site. Use of Council's power will incur additional fees. It is important when preparing your site plan that you are aware of Council's power connection location so that you can plan your event accordingly.

Power generators can be used to service your event and are a great way to structure your event exactly how you need it.

Any generators to be used must be included on your site plan. In addition, consider residents when positioning such equipment and ensure it is properly secured.

Please see the Overview of Existing Facilities table on page 19 of this toolkit to find out what's available at each site.



SOUND

Music and sound are a feature of many events. We need to make sure your sound won't disturb surrounding businesses and residents, so please include the following information in your application:

- A description of the type of sound your event will incorporate i.e. live bands, performances, an MC, DJs or even a combination.
- A site plan that clearly shows where speakers will be located and the anticipated sound dispersion.
- Contractor details of any production specialists that will be part of your event.
- Details of any generators that will be used and where they will be located.

LIGHTING

Lighting can be used in various ways to create unique and multipurpose events. We need to make sure lighting infrastructure associated with your event won't cause nuisance to surrounding businesses and residents, so please include the following information in your application:

- A description of the type of lighting your event will incorporate i.e. flood lighting, laser shows, production lighting or even a combination.
- A site plan that clearly shows where lighting will be located.
- Contractor details of any production specialists that will be part of your event.

STAGING REQUIREMENTS

Recent changes to State Government legislation mean it's easy to fulfil your staging requirements. As long as the stage area is less than 50m² and no higher than 2m off the ground, then bring it along. Stages larger than 50m² will require technical and/or structural drawings.

Stages larger than these dimensions can still be part of your event, however we will need to apply more scrutiny to the location and design to ensure everything is as safe as possible. This will attract a one-off additional fee.

For any stages associated with the event please provide:

- Contractor details
- A certificate of structural soundness

MARQUEES OR TENTS

It's straight forward to meet your marquee or tent requirements thanks to recent changes to State Government legislation. As long as the structure or group of structures have an area less than 300m² and is no higher than 6m at the highest point, then bring it along - all we need are the contractor details of the company putting it together and a certificate of structural soundness. Marquees bigger than 300m² will require technical and/or structural drawings.

If your marquees or tents are a bit bigger than this, they can still be part of your event, however this will require a little more scrutiny on the location and design to make sure everything is as safe as possible. There will be a one-off additional fee for you to use these larger marquees and we will also need to see technical drawings.

Please provide:

- Contractor details
- A certificate of structural soundness.

TOILETS

There remains some flexibility in these requirements depending on timelines and the nature of your event, use the following scale as a guide.

Please indicate on the site plan the number of toilets you will provide based on the following scale:

NON LIQUOR LICENCED EVENTS				
Event Size	Female WC	Male WC	Male Urinals	Accessible
0 - 500	2 (or one per 250)	1	2	1
500 - 1000	5 (or one per 250)	2	3	1
1000 - 2000	10	3	5	1
2000 - 3000	12	4	8	2
3000 - 5000	20	7	14	3
For every 2000 people over 5000	2	1	2	1

LIQUOR LICENCED EVENTS				
Event Size	Female WC	Male WC	Male Urinals	Accessible
0 - 500	5 (or one per 100)	2	5	1
500 - 1000	10 (or one per 100)	4	10	1
1000 - 2000	20	7	15	1
2000 - 3000	25	9	20	2
3000 - 5000	30	12	24	3
For every 2000 people over 5000	5	3	4	1

FOOD

Events involving food are becoming increasingly popular. It is important that as a council we ensure that the food providers meet all required regulations and licencing. Food outlets are required to comply with Council's guidelines for food handling at temporary events.

Food stalls must comply with NSW food Act 2003, NSW Food Regulation, Food Safety Standards and NSW Food Authority - Food Handling Guidelines for Temporary Events. They must also be registered with Councils Regulation and Enforcement Division.



WASTE

As a general rule of thumb, events generate approximately one litre of waste per person, per meal. This figure may vary based on the type of event and whether the event involves the sale of liquor. In planning your event please refer to our Sustainable Event Guidelines and Waste Wise Events - Booking Form and Guidelines for Minimising Waste at Public Events.

The table below provides a recommended number of 240L bins for events that span one meal time. The numbers should be multiplied based on the number of meal times the event is proposed to include.

Please indicate on the site plan the number and location of bins based on the following scale:

MAXIMUM BINS REQUIRED

NON LIQUOR LICENCED EVENTS

Event Size	General Waste Bins	Recycling Bins	Total Bins
0 - 500	2	2	4
500 - 2000	4	5	9
2000 - 5000	10	11	21
5000 - 10000	15	15	30
For every 5000 people over 10000	+10	+11	+21

MAXIMUM BINS REQUIRED

LIQUOR LICENCED EVENTS

Event Size	General Waste Bins	Recycling Bins	Total Bins
0 - 500	2	3	5
500 - 2000	4	7	11
2000 - 5000	10	13	23
5000 - 10000	15	18	33
For every 5000 people over 10000	+10	+13	+23




Note: Every event is different and the numbers provided above are recommendations only. Should the organisers feel that the numbers above are inadequate to cater for the event proposed, provision should be made for additional bins.

OVERVIEW OF EXISTING FACILITIES

Event Location	Capacity	Genre	Toilets Available Onsite 	Accessible Toilets 	Power Available
Stuart Park	30,450	Major music festivals, concerts, celebrations, race endings and markets	Yes	Yes	Yes
Lang Park	14000	Food and wine festivals, amusement and carnival rides, perfect support location for major foreshore events.	Yes	Yes	Yes
Wollongong Foreshore (including Blue Mile)	Call us	Community events, walks and runs, sporting or ocean events.	Yes	Yes	Yes
The Arts Precinct	1,900 at one time	Culturally - oriented performances, art shows, small markets and indie-style movie projections	No	No	Yes
MacCabe Park	12,250	Cultural festivals	Yes	Yes	Yes
Osborne Park	2,975	Food and markets or any community - orientated event	No	No	Yes
Dalton Park	Call us	State and national sporting competitions, ie cricket, baseball and touch football	Yes	Yes	Yes
Wollongong Botanic Garden	Call us	Perfect for medium sized events catering for high class food and wine festivals to open air cinema.	Yes	Yes	Yes

More detailed site information is available on our website.



ALONG WITH YOUR APPLICATION YOU WILL ALSO NEED SOME PLANS:

SITE PLAN OF YOUR EVENT

The Site Plan needs to include the following, should they apply to your event:

1. Stage layout and location (including multiple options if possible) of seating.
2. Lighting height, structure, shielding and direction.
3. Speaker location and anticipated sound direction/dispersion.
4. Electricity supply points and number and type of power supply/generator locations. Please contact Council to determine the location of power outlets available for your event.
5. Locations for marquees, tents and stalls.
6. The location and number of toilets and hand washing facilities.
7. The positioning of temporary boundary and delineation structures (fencing), entry and exit points and ticketing box.
8. The location and number of waste bins and associated waste facilities.
9. Fresh drinking water supply.
10. Firefighting equipment.
11. Permanent emergency access and egress, and circulation path for emergency vehicles.
12. Emergency assembly area(s).
13. Security stations and security patrol areas (if applicable).
14. The parked location of vehicles essential to the operation of the special event, such as food vending vehicles, emergency and safety vehicles, and portable stage trailers. Where it is essential that vehicles remain on landscaped areas they are to be parked so as not to obstruct access and movement routes. Damaged or compacted landscaped areas are to be restored at the expense of the event organiser.
15. Smoke free zones - in accordance with NSW legislation and Council's Smoke Free Policies.

TRAFFIC MANAGEMENT PLAN

If required, Council has pre-prepared Traffic Management Plans for the larger events at each of the eight sites. These plans are available on our website.

We encourage you to use our Traffic Management Plans which we will attach to your permit. However, if you would like to use your own, please attach them to the application.

Note: If your event does require some sort of road closure, an additional fee will be charged for the Special Roads Act Permit, which includes your event having to go to the Traffic Committee for approval and possibly to the Roads and Maritime Services for a Road Occupancy Licence. This can take a little longer.

TRANSPORT ACCESS PLAN

This may not be so important for small events, but for some of the bigger ones we need to know how patrons are getting to and from your event. For smaller events it may be more appropriate to provide a Pedestrian Access Plan.

The Transport Access Plan should detail:

- Patron movement to and from the event
- Public transport usage
- Additional buses if required
- Provision for all access requirements
- Parking requirements
- Any additional information as required.

EVENT NOTIFICATION PLAN

We will need to see a plan of how surrounding residents and businesses will be notified of your event with detailed dates and times. We have a generic plan that can be applied to most events which incorporates a letter drop to surrounding residents and businesses. The plan is available on our website.

Some of the venues have commercial businesses operating on or near the site. We suggest you chat with those businesses before lodging your application and consider incorporating ways to reduce impacts on these businesses in your application. You will need to provide evidence of their acknowledgement.

SECURITY MANAGEMENT PLAN

(only required for events where alcohol is available)

If your event involves liquor, please supply a copy of your Security Management Plan. This should be prepared in conjunction with local Licensing Police to ensure all concerns are addressed prior to lodgement.

The Plan should also include emergency evacuation procedures.

RISK MANAGEMENT PLAN

You are required to supply a Risk Management Plan that identifies all the potential risks that may arise from holding your event and steps identified to mitigate such risks. External risks are also required to be identified and noted.

FEES

An administration fee and some site service fees, associated with your event, are paid upfront with the lodgement of your application. The fees can vary based on the nature and size of your event. Upon assessment of your application, you will be advised of the balance of fees payable for your event. This will include a refundable bond deposit and relevant park booking fees.

A food premise inspection fee is only charged if the event is randomly selected for inspection by Council's Health Officers; individual vendors will be invoiced.

Note: There could be additional fees required during the assessment period if Council officers deem necessary components have been left out of the application. You will be advised of any additional changes during the assessment process.

FEE SCHEDULE

Please check Wollongong City Council's website for up-to-date fee schedule.

NSW POLICE

- Pay Per Police: For some events it may be a requirement for paid police to be on-site. This should be discussed with Police prior to submission of the application.
- Council may condition paid Police be present as part of an event approval.

RANGERS

- Pay Per Rangers: for some events it may be a requirement for paid Council Rangers to be on-site. This should be discussed with Council events staff prior to submission of the application.
- Council may require paid Rangers be present as part of an event approval. This would generally be a requirement in circumstances such as a major event at Stuart Park during a long weekend.



CONTACTS

EVENT SITE INFORMATION

For information on site-specific details, other venues outside of the pre-approved sites in the document, assistance with the preparation of an event application or financial assistance please contact Council's events team:

e. events@wollongong.nsw.gov.au
p. (02) 4227 7111

EVENTS MARKETING, MAJOR EVENT GRANTS, GENERAL EVENTS INFORMATION

For information on major event grants, events marketing or information on why Wollongong is the ideal location for your next event, please contact Destination Wollongong on:

Jeremy Wilshire
p. (02) 4228 0300
e. jwilshire@wollongong.nsw.gov.au

WASTE WISE EVENT INFORMATION

For assistance in making your event more environmentally friendly, contact:

Environment Communications Coordinator
p. (02) 4227 7111
e. council@wollongong.nsw.gov.au

www.wollongong.nsw.gov.au

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